



City of Tempe

HOMELESS OUTREACH SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	534	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Human Services	<i>Salary / Hourly Minimum:</i>	\$20.655769
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$27.746154
<i>Employee Group:</i>	UAEA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Housing Services Specialist II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	Yes		

REPORTING RELATIONSHIPS

Receives functional direction from the Homeless Solutions Coordinator; receives direct supervision from the Homeless Solutions Supervisor/Manager.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	One (1) year of experience conducting street outreach or case management working with individuals/families experiencing homelessness. Bilingual (Spanish/English) skills are preferred.
<i>Education:</i>	High school diploma, GED; or equivalency; Bachelor's degree with major coursework in social work, psychology is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none">● Possession of a valid driver's license.● Possession of, or the ability to acquire DHS fingerprint clearance card within six months of employment.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To engage and assist homeless and near homeless individuals, families and youth in services to end their homelessness.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Provide mobile outreach and engagement to unsheltered people within Tempe. Connect and refer both homeless and those who are about to become homeless to information, services, provider agencies and organizations that will assist them.
- Respond to requests for service from the public (e.g. Tempe residents, businesses, churches and social service agencies).
- Provide housing barrier assessments data collection, used to facilitate housing placement through the Maricopa County Regional Coordinated Entry System.
- Perform shelter operation duties as assigned.
- Provide direct navigation service as needed, including but not limited to: survival aid, transportation, securing benefits, mediation with families and property manager, paperwork, assisting with housing search, connection to mental health services, and continuing time limited supports once the person or family is sheltered or housed permanently.
- Maintain accurate records including clients served, entered into the Human Management Information System (HMIS).
- Assist the development and implementation of the annual Housing and Urban Development (HUD) Point in Time Homeless Street Count.
- Assist with special events such as Project Connect.
- Maintain assigned vehicles/trailers (check fluids, tires, wash van regularly, clean inside of van daily.) Maintain supplies (snacks, water, etc.) and resources (brochures, paperwork, etc.) in vehicles. Maintain stock supplies in the office.
- Provide services and respond to requests from the Housing Department, such as requests for housing-based follow-up services.
- Attend workgroup meetings, trainings, and participating in continuous quality improvement of the program.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Operate city vehicles;
- Traverse uneven surfaces (i.e. Homeless outreach is primarily conducted in Tempe parks and therefore requires traversing through grass, dirt and other uneven surfaces);
- Operates computers, calculators and other office machines;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust pollen, odors, fumes, etc. (i.e. Homeless outreach is conducted throughout the year and requires the ability to withstand summer heat);
- Exposure to blood and airborne pathogens: body fluids, etc.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective April 2015

Revised February 2018 (revised purpose statement, job duties, min qualifications, and physical activities)

Revised April 2021 (revised reporting, DHS fingerprint clearance card, and clarified outreach experience required)